

Burn-Down Letter Request

Complete and return this form to the Development Services Department.
Contact information is above.

Legibly print all information requested below

Name of person to whom letter should be addressed: _____

☐ EMAIL – address: _____

Send letter to: ☐ USPS – address: _____

☐ FAX – Fax number: _____

Name of person requesting letter, if different: _____

Address of person requesting letter, if different: _____

Telephone number of person requesting letter: _____

Property Address: _____

Property APN: _____

For each structure on the property provide the following information (attach additional sheets as necessary):

Use: _____	Total sq. ft. _____	No of floors: _____	Age: _____
Use: _____	Total sq. ft. _____	No of floors: _____	Age: _____
Use: _____	Total sq. ft. _____	No of floors: _____	Age: _____
Use: _____	Total sq. ft. _____	No of floors: _____	Age: _____
Use: _____	Total sq. ft. _____	No of floors: _____	Age: _____

- ✓ Attach a sketched site plan showing the general location of all structures on the property.
- ✓ A processing fee in the amount of \$150.00 must accompany the Burn-Down letter request.

Burn-Down letters will not be processed without the required processing fee.
Cash, Checks made payable to the "City of Eureka", or credit cards accepted (*Visa or MasterCard only*)
For Credit Card payment, contact the Development Services Department directly.

BURN-DOWN LETTERS MAY TAKE UP TO TWO WEEKS TO PREPARE.